

CITY OF MONROE RECREATION FACILITY RENTAL INFORMATION

120 E. First St, Monroe, MI 48161, 734-384-9156

Rev JANUARY 2012

General Information Pertaining to All Rentals

- All fees and deposits are due at application time. Facilities are not held without payment. The Recreation Dept will process all applications received in a timely manner, but requests should be made in enough time to allow for delays. Any requests beyond using the picnic tables, grills, and shelter must be made at least 4 weeks prior to the event. All park rules and ordinances apply.
- According to City of Monroe policy, non-profit (501c3) organizations are eligible for 50% discount of facility rental fees and may be required to show proof of their 501c3 status.
- Facilities are rented rain or shine. Refunds will be given if the request is received at least 21 days before the reserved date, less 10% handling fee. Weather will not be considered a factor for refund or change in rental date and rain dates are not given. All deposits are refunded by mail 3-5 weeks after the event if the site is cleaned up, facilities are free of damage, and there is no violation of the use agreement or park rules as verified by City of Monroe staff.
- Damage: The applicant is responsible for all damages to rented facilities during the rental period, and for expenses incurred in correcting, cleaning, repairing or replacing, any facility or property of the City of Monroe which was damaged in connection with the activity or event.
- The Recreation Department reserves the right to cancel any agreement if it finds the signer of the agreement has misrepresented the group, falsified information, or has not met the requirements of the agreement. Furthermore, any rental group creating a public disturbance or damaging park property will be removed from the park. In all cases, funds paid will be forfeited and will not be refunded. Future rentals by such groups may be jeopardized.
- It is advisable to have the permit with you at all times during your rented time should conflict arise, Facilities are open to the general public on a "first come-first served basis" unless someone has rented the facility and has a permit. If someone is at your rented facility and will not vacate, please call the City of Monroe Police Department at 734-243-7500.
- Tents and/or any structure may need approval and must be listed at the time of application with specific sizes of the structure, stake length, maximum number of users in the tent at any given time, and area intended for use. Applicants will be held responsible if a tent or structure is erected in the park without permission and underground sprinklers, gas lines, etc, are punctured.
- What requires a permit and where to apply? Permit fees are not included in this application and are the responsibility of the renter.
 1. Food handling or distribution. *Monroe County Health Dept*
 2. Fundraising. *City of Monroe Clerk's Office, first floor, City Hall*
 3. Demonstrations, Picketing, Exhibitions. *City of Monroe Police Dept*
 4. Tent or structures. *City of Monroe Fire Dept*

1. Shelter Rentals

- Shelter rentals will include shelter, tables, and grills. There is NO PARKING in the park.
- The large shelters at Munson each hold approximately 80 people. Electricity is available but limited. The numbers of plugs there are for convenience sake and should not be used all at once. Plugging multiple items in will certainly cause the breaker to shut off. The breaker reset is accessible at the Munson Gazebo, but not at the shelter attached to the restrooms.
- Small shelters, including St. Mary's, Soldiers and Sailors, and Veteran's Park hold approximately 35-40 people and do not include electrical outlets.

- Audio equipment, including a sound system for music or speaking, is not allowed except by written approval written on your permit.
- Patrons may bring their own grill, exercising extreme caution.
- Shelters not listed on our Park Facility Reservation Form are free of charge and are used on a 'first come-first served' basis.

2. **Band Shell Rental**

- Band shell rentals require a general rental fee and a key deposit. The shelter is included in all band shell rentals. The band shell is locked with a Master lock and a key is necessary to use the electrical outlets. The key is only to be used on the day of your event; others may rent it before and after you. For this reason, items cannot be stored before or after your rented date and time. It would be smart during your event to lock the master lock back in the door to prevent someone from taking it or getting lost.
- Inside the band shell doors is a breaker panel. To use the lights, switch all the breakers to the 'on' position. Please turn all breakers to 'off' when finished. Some safety lights will remain on.
- **CUTTING THE LOCK OFF THE DOORS IS NOT ACCEPTABLE AND YOU WILL BE CHARGED FOR ALL COSTS INCURED INCLUDING ANY COSTS BEYOND YOUR KEY DEPOSIT.** The band shell must be locked after use and the key returned to the Recreation Department the next business day or your refund may be forfeited. If the office is closed for lunch when you return your key, please follow the directions on the door. A lost or stolen key will also result in the loss of your key deposit and should be reported immediately. Hours are 8:00 am to 4:30 pm, but email, recreation@monroemi.gov, and voicemail (734-384-9156) are accessible 24/7. Your deposit will take 3-6 weeks and will arrive by mail.

3. **Corporate, Festival, or Fundraising Event**

If you are applying for anything beyond a regular rental, the following information will be needed with the facility rental application. ALL details should be included on a separate attachment. Special events need to be routed to all city departments that may be affected and additional time will be needed to process your request. Any details added or changes made to your original request may require additional routing of information and delay your approval.

1. Name of event and description including all activities; list ALL things connected to and happening during your event.
2. Location/park/facility and any street closures you are requesting.
3. List and description of structures you are bringing in to the park including moonwalks, tents (include size, tent peg size), etc.
4. A clean up deposit of \$400.00 per day *may* be required for larger events.

4. **Ball Diamond Rental Information**

- Ball diamonds are rented for general use at \$15 per hour. The use of lights will be an additional fee, a city staff worker will supervise, and the cost will be absorbed by the renter. Fields are rented/permitted 'as is' and rain dates or refunds are not given.
- Ball diamond permits are free to teams registered in our youth and adult ball leagues. Coaches may request one practice at a time. On the day of the scheduled practice coaches may call for the next permit. All ball field practice permits are void if field maintenance need to be done.
- For tournaments rentals, fees will be charged for regular rental rates plus any staff hours, materials, and equipment if lining and dragging of fields is requested. Requests to use the scorekeeping loft will require the cost of a city staff person to be present. Please inquire for those rates.
- A \$250.00 refundable deposit will be required for teams or organizations renting the ball fields for tournaments. This is to ensure that the restrooms and equipment, such as bases are closed and secured after use. Those who utilize the ball diamonds are expected to take good care of the diamonds, buildings and surrounding areas.